



Missouri Division of Workforce Development  
**EMPLOYMENT TRANSITION INTERVIEW**  
**EMPLOYER CHARACTERISTICS**

COMPANY/CORPORATE INFORMATION				
COMPANY NAME			DATE NOTIFIED	
COMPANY ADDRESS			SOURCE OF NOTIFICATION	
COMPANY 2ND ADDRESS (If needed)				
CITY	STATE	ZIP CODE		
COMPANY CONTACT NAME			SELECT WORKFORCE REGION WHERE LAYOFF IS LOCATED	
COMPANY TELEPHONE NUMBER/EXT			LAYOFF WORKSITE CONTACT EMAIL ADDRESS	
EVENT CHARACTERISTICS				
TYPE OF PRODUCT OR SERVICES PRODUCED			REASON FOR LAYOFF	
LAYOFF DATE(S)				
TOTAL NUMBER OF WORKERS AT THIS LOCATION		TOTAL NUMBER OF SALARIED WORKERS EFFECTED		TOTAL NUMBER OF HOURLY WORKERS EFFECTED
OCCUPATIONS AFFECTED AND WAGE/EXPERIENCE INFORMATION				
OCCUPATION	NUMBER OF EMPLOYEES AFFECTED	AVERAGE WAGE		ESTIMATE AVERAGE YEARS ON THE JOB
SHIFTS		TRANSFER OPTIONS		NUMBER EXPECTED TO TAKE RETIRMENT
OUTPLACEMENT SERVICES		COMPANY ADVISED ON PRESS RELEASE POLICY <input type="checkbox"/> YES <input type="checkbox"/> NO		TRANSITION TEAM <input type="checkbox"/> YES <input type="checkbox"/> NO
UNION INFORMATION				
UNION AFFILIATION 1 (& LOCAL NUMBER)		UNION AFFILIATION 2 (& LOCAL NUMBER)		UNION AFFILIATION 3 (& LOCAL NUMBER)
UNION 1 CONTACT NAME		UNION 2 CONTACT NAME		UNION 3 CONTACT NAME
UNION 1 CONTACT TELPHONE NUMBER/EXT		UNION 2 CONTACT TELPHONE NUMBER/EXT		UNION 3 CONTACT TELPHONE NUMBER/EXT
UNION 1 CONTACT EMAIL ADDRESS		UNION 2 CONTACT EMAIL ADDRESS		UNION 3 CONTACT EMAIL ADDRESS
UNION 1 BUMPING/RECALL OPTIONS		UNION 2 BUMPING/RECALL OPTIONS		UNION 3 BUMPING/RECALL OPTIONS

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or (888) 728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.